CHAPTER 47



LOGISTICS SPECIALIST (LS)

NAVPERS 18068-47 CH-41

LOGISTICS SPECIALIST (LS) TABLE OF CONTENTS

SCOPE OF RATING	LS-3
GENERAL INFORMATION	LS-4
LOGISTICIAN	LS-5
ADMINISTRATION	LS-5
CUSTOMER SERVICE	LS-7
FINANCIAL	LS-7
LOGISTICS	LS-8
MANAGEMENT AND SUPERVISION	LS-11
SECURITY	LS-12
POSTAL WORKER	LS-13
ACCOUNTABLE MAIL	LS-13
ADMINISTRATION	LS-13
CUSTOMER SERVICE	LS-13
CUSTOMS	LS-14
INSPECTING AND EVALUATING	LS-14
LOGISTICS	LS-14
MAIL PROCESSING	LS-14
SECURITY	LS-15
TRANSPORTATION	LS-15
SUPPLY CHAIN MANAGER	LS-16
ADMINISTRATION	LS-16
CUSTOMER SERVICE	LS-17
FINANCIAL	LS-17
LOGISTICS	LS-18
MANAGEMENT AND SUPERVISION	LS-19
SECURITY	LS-20
POSTAL INSPECTOR	LS-21
ACCOUNTABLE MAIL	LS-21
ADMINISTRATION	LS-21
INSPECTING AND EVALUATING	LS-21
MAIL PROCESSING	LS-21
SECURITY	LS-22
TRANSPORTATION	LS-22

NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

LOGISTICS SPECIALIST (LS)



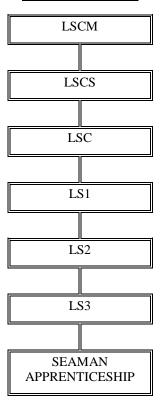
SCOPE OF RATING

<u>Logistics Specialists (LS)</u> provide diverse logistics and accounting support in a global setting to aviation, surface, subsurface, and expeditionary forces; order, receive, inspect, stow, preserve, package, ship, and issue materials and cargo; operate Navy post offices; account for government materials; and prepare and maintain required forms, records, correspondence, reports, and files.

This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 47.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title
Logistician

Job Code
001747

<u>Job Family</u> <u>NOC</u> <u>Short Title (30 Characters)</u> <u>Short Title (10 Characters)</u>

Office and Administrative Support 4300-3061.00 LOGISTICIAN LOGISTICIN

<u>Pay Plan</u> <u>Career Field</u> <u>Proficiency Level</u> <u>Other Relationships and Rules:</u>

Enlisted LS A/J As assigned to the job, NECs may include: 2824, 2828, 2829, 2830, 2831, 2813, 2814, 2819, 2820, 2821, 8012, 8013, 8014, 8015, 9590, 9595, or 3001

Job Description

Logisticians perform auditing functions of all supply areas. Maintain activity financial records and reports and prepare senior management reports. Make budget-related recommendations. Take corrective action on financial discrepancies. Monitor all supply functions. Conduct inspections and audits. Maintain supply management computer systems. Generate required reports and maintain supply system integrity.

DoD Relationship O*NET Relationship

Title and Group:Code and Area:Title and SOC Code:Name and Family Code:Supply Administration155100Procurement ClerksOffice and Administrative Support1551543-3061.0043

ADMINISTRATION

<u>Paygrade</u>	Task Type		<u>Skills</u>	<u>Abilities</u>
E4	CORE	Identify Depot Level Repairs		
			Management of Material Resources	Category Flexibility
			Operation and Control	Information Ordering
E4	CORE	Identify Hazardous Material		
			Management of Material Resources	Information Ordering
			Operation and Control	Category Flexibility
E4	CORE	Identify special category mat		
			Management of Material Resources	Inductive Reasoning
			Operation and Control	Memorization
E5	CORE	Maintain Aircraft Corrosion	` ,	
		(Operation Monitoring	Manual Dexterity
			Equipment Maintenance	Written Comprehension
E4	CORE	Maintain aircraft inventory re		
			Operation Monitoring	Information Ordering
		S	Systems Evaluation	Written Comprehension
E4	CORE	Maintain completed carcass	tracking documents	
		(Operation and Control	Information Ordering
			Systems Evaluation	Written Comprehension
E4	CORE	Maintain expenditure invoice	e (BC1) files	
			Operation and Control	Written Comprehension
		(Coordination	Information Ordering
E4	CORE	Maintain expenditure invoice	e files	
		(Operation and Control	Information Ordering
		(Coordination	Written Comprehension
E4	CORE	Maintain fuel files		
		I	Reading Comprehension	Information Ordering
		(Coordination	Written Comprehension
E4	CORE	Maintain printed report files		•
		· · · · · · · · · · · · · · · · · · ·	Reading Comprehension	Information Ordering
		(Coordination	Written Comprehension
E4	CORE	Maintain receipt files		•
		· 1	Reading Comprehension	Information Ordering
			Coordination	Written Comprehension
E5	CORE	Maintain shelf life program		•
			Quality Control Analysis	Information Ordering
			Monitoring	Written Comprehension
E4	CORE	Maintain shipping records	Ü	
			Operation and Control	Information Ordering
			Coordination	Written Comprehension
E4	CORE	Maintain supply corresponde		
			Reading Comprehension	Information Ordering
			Coordination	Written Comprehension
				•

E4	CORE	Maintain supply inventory management reports	
E4	CORE	Maintain supply inventory management reports Systems Analysis	Information Ordering
		Monitoring	Written Comprehension
E4	CORE	Maintain supply or transportation discrepancy reports	•
		Systems Analysis	Information Ordering
E.4	CORE	Technology Design	Written Comprehension
E4	CORE	Maintain transfer documents	Information Ondonino
		Reading Comprehension Coordination	Information Ordering Written Comprehension
E5	CORE	Monitor supply inventory management reports	Writen Comprehension
23	CORE	Monitoring	Information Ordering
		Operation and Control	Near Vision
E5	CORE	Monitor supply logistics management reports	
		Monitoring	Information Ordering
T. (CODE	Operation and Control	Near Vision
E6	CORE	Monitor supply systems management reports	Information Ondonino
		Monitoring Operation Monitoring	Information Ordering Near Vision
E6	CORE	Perform Relational Supply (R-SUPPLY) Ad Hoc queries	ivear vision
Lo	CORE	Operations Analysis	Information Ordering
		Technology Design	Finger Dexterity
E4	CORE	Perform Technical Editing (TECH-EDIT) research	
		Critical Thinking	Information Ordering
		Reading Comprehension	Deductive Reasoning
E4	CORE	Prepare naval messages for products and services	
		Writing	Written Expression
D5	CORE	Reading Comprehension	Near Vision
E5	CORE	Prepare supply action messages Writing	Written Expression
		Operation and Control	Near Vision
E5	CORE	Prepare surveys for review	17007 7151071
		Reading Comprehension	Written Expression
		Writing	Near Vision
E4	CORE	Process aviation work requests	
		Reading Comprehension	Written Comprehension
E.4	CORE	Management of Material Resources	Near Vision
E4	CORE	Process Defective Material Summaries (DMS)	Weigen Communication
		Active Listening Critical Thinking	Written Comprehension Near Vision
E5	CORE	Process Stricken Aircraft Reclamation Disposition Program (SARI	
23	CORE	Quality Control Analysis	Gross Body Coordination
		Reading Comprehension	Manual Dexterity
E6	CORE	Review Material Outstanding Files (MOF)	ž
		Monitoring	Written Comprehension
		Complex Problem Solving	Near Vision
E6	CORE	Review Missing, Lost, Stolen, and Recovered (MLSR) reports	W. C. I.
		Monitoring	Written Comprehension
E6	CORE	Critical Thinking Review outstanding supply or transportation discrepancy reports	Near Vision
Lo	COKL	Monitoring	Written Comprehension
		Critical Thinking	Near Vision
E4	CORE	Review Uniformed Material Movement and Issue Priority System	
		Monitoring	Written Comprehension
		Reading Comprehension	Near Vision
E4	CORE	Screen items for special category material processing	
		Systems Analysis	Information Ordering
E4	CODE	Coordination	Near Vision
E4	CORE	Submit Fleet Issue Tracking System Download (FITSDL) or equiv Technology Design	Written Expression
		Operation and Control	Near Vision
E6	CORE	Submit supply reports to external activities	Tion Vision
	20111	Technology Design	Written Expression
		Coordination	Near Vision
E6	CORE	Validate supply portion of Casualty Report (CASREP)	
		Management of Material Resources	Written Comprehension
T. 6	CODE	Reading Comprehension	Near Vision
E6	CORE	Verify aviation reports	W. W. C
		Critical Thinking Reading Comprehension	Written Comprehension Near Vision
		Redaing Comprehension	ivear vision

E6	CORE	Verify Component Control	Section (CCS) reports	
			Critical Thinking	Written Comprehension
			Reading Comprehension	Near Vision
E5	CORE	Verify Maintenance Action	Forms (MAF) for correct data entries	
			Critical Thinking	Written Comprehension
			Judgment and Decision Making	Near Vision
E7	CORE	Verify supply requirements	s and service requests	
			Management of Material Resources	Written Comprehension
			Reading Comprehension	Near Vision
E6	CORE	Verify Supply Response Se	ection (SRS) reports	
			Judgment and Decision Making	Written Comprehension
			Critical Thinking	Near Vision
E4	CORE	Verify supply technical and	l management data	
			Technology Design	Written Comprehension
			Judgment and Decision Making	Near Vision

CUSTOMER SERVICE

Paygrade	Task Type	Task Statements	<u>Skills</u>	<u>Abilities</u>
E4	CORE	Conduct customer service	training	
			Instructing	Oral Expression
			Speaking	Speech Clarity
E6	CORE	Prioritize customer supply	requirements and services	
			Management of Material Resources	Information Ordering
			Coordination	Memorization
E6	CORE	Process customer refusals		
			Reading Comprehension	Written Comprehension
			Active Listening	Near Vision

FINANCIAL

<u>Paygrade</u>	Task Type	<u>Task Statements</u> <u>Skills</u>	<u>Abilities</u>
E5	CORE	Maintain Operating Target (OPTAR) logs	
		Ç V	Information Ordering
			Written Comprehension
E6	CORE	Perform Budget OPTAR (Operating Target) Reports (BOR) live update	
		Reading Comprehension	Information Ordering
		Mathematics	Finger Dexterity
E6	CORE	Prepare Operating Target (OPTAR) advance or augment request messa	ages
		Writing	Written Expression
		Critical Thinking	Near Vision
E5	CORE	Prepare Operating Target (OPTAR) reports	
		Writing	Written Expression
		Programming 1	Near Vision
E5	CORE	Process invoices and bills	
		Management of Financial Resources	Written Comprehension
		Mathematics 1	Near Vision
E6	CORE	Process Summary Filled Order Expenditure Difference Listings (SFOE	EDL)
		Reading Comprehension	Written Comprehension
		Mathematics 1	Near Vision
E6	CORE	Process Unmatched Order Listings (UOL)	
		Management of Material Resources	Written Comprehension
		Coordination	Near Vision
E5	CORE	Reconcile Government Commercial Purchase Card (GCPC) statements	s
		Management of Financial Resources	Written Comprehension
		Monitoring 1	Near Vision
E5	CORE	Review air fuel card statements for payment	
		Management of Financial Resources	Written Comprehension
		Critical Thinking	Near Vision
E5	CORE	Review Government Commercial Purchase Card (GCPC) statements for	or payment
			Written Comprehension
		Reading Comprehension	Near Vision
E5	CORE	Review invoices for payment	
		Monitoring	Written Comprehension
		Reading Comprehension	Near Vision
E6	CORE	Run live Operating Target (OPTAR) Transmittal Letter (TL) reports	
			Information Ordering
			Near Vision
		~ 1	

E7	CORE	Validate payment appropriation data	
		Management of Financial Resources	Written Comprehension
		Reading Comprehension	Near Vision
E7	CORE	Verify Summary Filled Order Expenditure Listings (SFOEDL)	
		Complex Problem Solving	Written Comprehension
		Management of Financial Resources	Near Vision
E7	CORE	Verify Unmatched Order Listings (UOL)	
		Complex Problem Solving	Written Comprehension
		Coordination	Near Vision

LOGISTICS

<u>Paygrade</u> E5	<u>Task Type</u> CORE	<u>Task Statements</u> Audit processed receipts	<u>Skills</u>	<u>Abilities</u>
			Coordination Operation and Control	Information Ordering Category Flexibility
E4	CORE	Conduct location audits	Quality Control Analysis Coordination	Information Ordering Written Comprehension
E4	CORE	Conduct material inventor	Quality Control Analysis	Information Ordering
E5	CORE	Coordinate contractor and	Management of Material Resources vendor transactions Operation and Control	Number Facility Written Expression
E5	CORE	Coordinate material transf	Operation Monitoring ers Operation and Control	Oral Comprehension Written Expression
E4	CORE	Deliver customer material	Coordination	Oral Comprehension
E4	CORE	I fli-le -l-elin-	Management of Material Resources Time Management	Dynamic Strength Dynamic Flexibility
E4	CORE	Issue flight clothing	Operation and Control Coordination	Gross Body Coordination Number Facility
E5	CORE	Maintain aviation Pack-U	p Kits (PUK) Operation and Control Coordination	Information Ordering
E4	CORE	Maintain flight packets	Management of Material Resources	Written Comprehension Information Ordering
E4	CORE	Maintain inventory record		Written Comprehension
E5	CORE	Maintain Maintenance As	Reading Comprehension Coordination sistance Modules (MAMs)	Information Ordering Written Comprehension
E.S.	CORE	Maintain Matarial Outres	Management of Material Resources Coordination	Information Ordering Finger Dexterity
E5	CORE	Maintain Material Outstar	Reading Comprehension Coordination	Information Ordering Written Comprehension
E4	CORE	Maintain Non-Selected Ite	em Management (NON-SIM) material Management of Material Resources	Information Ordering
E5	CORE	Maintain open purchase an	Coordination nd contract files Reading Comprehension	Manual Dexterity Information Ordering
E4	CORE	Maintain Pre-Expended B	Coordination in (PEB) material	Written Comprehension
E4	CORE	Maintain Selected Item M	Systems Analysis Systems Evaluation anagement (SIM) material	Information Ordering Written Comprehension
			Management of Material Resources Coordination	Information Ordering Manual Dexterity
E5	CORE	Monitor material issue do	cuments Monitoring Operation and Control	Information Ordering Near Vision
E5	CORE	Monitor warehouse logs a	nd files for proper maintenance Monitoring	Information Ordering
			Operation and Control	Near Vision

E5	CORE	Monitor warehouses for proper stowage	Information Ordanina
E4	CORE	Monitoring Operation and Control Palletize cargo and stores	Information Ordering Far Vision
	001112	Coordination Equipment Selection	Gross Body Coordination Information Ordering
E5	CORE	Perform carcass tracking reconciliation procedures Quality Control Analysis	Information Ordering
E6	CORE	Reading Comprehension Perform causative research on inventory discrepancies Critical Thinking	Finger Dexterity Information Ordering
E4	CORE	Reading Comprehension Perform expediting functions	Deductive Reasoning
		Operation and Control Coordination	Information Ordering Finger Dexterity
E4	CORE	Perform material handling operations Equipment Selection	Gross Body Coordination
E5	CORE	Coordination Prepare Allowance Change Requests (ACR)	Manual Dexterity
E4	CORE	Systems Analysis Mathematics Prepare dummy receipts	Written Expression Near Vision
L4	CORE	Writing	Written Expression
E4	CODE	Operations Analysis	Near Vision
E4	CORE	Prepare material for transfer to other activities Judgment and Decision Making	Gross Body Coordination
		Operation Monitoring	Information Ordering
E4	CORE	Prepare Other Supply Officer (OSO) material transfers Operation and Control	Information Ordanina
		Monitoring	Information Ordering Near Vision
E6	CORE	Process Automatic Identification Technology (AIT) worksheets	THE CO. L.
		Operation and Control Technology Design	Written Comprehension Near Vision
E5	CORE	Process Allowance Change Request (ACR) responses	Treat ristori
		Reading Comprehension	Written Comprehension
E6	CORE	Coordination Process Automated Shore Interfaces (ASI)	Near Vision
		Operation and Control	Written Comprehension
E4	CORE	Critical Thinking Process bearer walk-thrus	Near Vision
L+	CORE	Reading Comprehension	Written Comprehension
E.S.	CODE	Coordination	Near Vision
E5	CORE	Process carcass via Electronic Retrograde Management System (ER Reading Comprehension	MS) Written Comprehension
		Coordination	Near Vision
E4	CORE	Process carcasses for turn-in Reading Comprehension	Written Comprehension
		Coordination	Near Vision
E4	CORE	Process Casualty Reports (CASREP)	
		Coordination Reading Comprehension	Written Comprehension Near Vision
E4	CORE	Process emergency supply requirements	real vision
		Reading Comprehension	Written Comprehension
E4	CORE	Active Listening Process fuel transactions	Near Vision
		Management of Material Resources	Written Comprehension
E5	CORE	Coordination Process Gain By Inventory (GBI) discrepancies	Near Vision
E3	CORE	Operations Analysis	Written Comprehension
T-4	CODE	Critical Thinking	Near Vision
E4	CORE	Process incoming requisition status reports Reading Comprehension	Written Comprehension
		Operation and Control	Near Vision
E5	CORE	Process inventory discrepancies Management of Material Resources	Writton Comprehension
		Management of Material Resources Coordination	Written Comprehension Near Vision
E5	CORE	Process inventory results	W
		Reading Comprehension Management of Material Resources	Written Comprehension Near Vision
		Table of Maior in Mesources	

E6	CORE	Process Loss By Inventory	(LBI) discrepancies	
Lo	CORE	Trocess Loss By inventory	Reading Comprehension	Written Comprehension
E4	CORE	Process material for shipme	Operation and Control	Near Vision
L4	CORE	Trocess material for simplify	Management of Material Resources	Gross Body Coordination
E5	CORE	Dungana matarial issues from	Coordination	Manual Dexterity
E3	CORE	Process material issues from	m aviation Pack-Up Kits (PUK) Management of Material Resources	Gross Body Coordination
			Coordination	Manual Dexterity
E4	CORE	Process material issues from	m stock Management of Material Resources	Gross Body Coordination
			Coordination	Manual Dexterity
E5	CORE	Process Material Obligation		W.: C. 1 :
			Reading Comprehension Judgment and Decision Making	Written Comprehension Near Vision
E4	CORE	Process material offloads		
			Management of Material Resources Coordination	Gross Body Coordination Manual Dexterity
E4	CORE	Process material to Defense	e Reutilization and Marketing Offices (D	
			Management of Material Resources	Gross Body Coordination
E4	CORE	Process Material Turned In	Coordination to Store (MTIS) ashore	Manual Dexterity
E.	COLE	Trocoss Material Parises in	Management of Material Resources	Gross Body Coordination
E5	CORE	D	Coordination	Manual Dexterity
E5	CORE	Process non-standard requi	Reading Comprehension	Written Comprehension
			Operation and Control	Near Vision
E4	CORE	Process Not Mission Capal	ble-Supply (NMCS) requirements Operation and Control	Written Comprehension
			Management of Material Resources	Near Vision
E4	CORE	Process Not-In-Stock (NIS		
			Management of Material Resources Coordination	Gross Body Coordination Manual Dexterity
E4	CORE	Process partial issues from		manual Bester to
			Management of Material Resources Coordination	Gross Body Coordination Manual Dexterity
E4	CORE	Process partial quantity rec		<i>Маниа</i> н <i>Бехіені</i> у
			Operation and Control	Written Comprehension
E5	CORE	Process personal effects	Coordination	Near Vision
		F	Management of Material Resources	Gross Body Coordination
E4	CORE	Process procurement docur	Operation and Control	Manual Dexterity
L4	CORE	r rocess procurement docur	Reading Comprehension	Written Comprehension
E4	CORE	D : .	Coordination	Near Vision
E4	CORE	Process receipt overages	Reading Comprehension	Written Comprehension
			Operation and Control	Near Vision
E4	CORE	Process receipt shortages	Reading Comprehension	Written Comprehension
			Coordination	Near Vision
E4	CORE	Process receipt transactions		
			Reading Comprehension Coordination	Written Comprehension Near Vision
E5	CORE	Process reorder reviews		11001111011
			Operation and Control Coordination	Written Comprehension Near Vision
E4	CORE	Process repairable material		near vision
		•	Management of Material Resources	Gross Body Coordination
E4	CORE	Process Report of Discrepa	Coordination	Manual Dexterity
		Teport of Discrept	Management of Material Resources	Written Comprehension
E5	CODE	Progess signature quet-1	Operation and Control	Near Vision
E5	CORE	Process signature custody i	material Operation and Control	Gross Body Coordination
D.C.	COPE	D	Coordination	Manual Dexterity
E5	CORE	Process stock levels	Operation and Control	Gross Body Coordination
			Active Listening	Manual Dexterity

E4	CORE	Process supply or transpor	rtation discrepancy reports Management of Material Resources	Written Comprehension
			Reading Comprehension	Near Vision
E5	CORE	Process Unfit For Issue (U		ivear vision
LS	CORL	Trocess entit For issue (e	Management of Material Resources	Gross Body Coordination
			Complex Problem Solving	Manual Dexterity
E4	CORE	Receive incoming materia		manual Besierny
D.	CORE	receive meaning materia	Management of Material Resources	Gross Body Coordination
			Operation and Control	Manual Dexterity
E5	CORE	Review Automated Shore	Interface (ASI) generated listings	Translat Delice try
			Monitoring	Written Comprehension
			Reading Comprehension	Near Vision
E5	CORE	Review carcass suspense		
		1	Monitoring	Written Comprehension
			Reading Comprehension	Near Vision
E6	CORE	Review carcass tracking r		
			Monitoring	Written Comprehension
			Reading Comprehension	Near Vision
E6	CORE	Review continuing service		
			Monitoring	Written Comprehension
			Reading Comprehension	Near Vision
E4	CORE	Ship carcasses to Advance	e Traceability And Control (ATAC) hubs	
			Equipment Selection	Gross Body Coordination
			Judgment and Decision Making	Manual Dexterity
E4	CORE	Ship discrepant material		
			Equipment Selection	Gross Body Coordination
			Judgment and Decision Making	Manual Dexterity
E4	CORE	Stow incoming material		
			Coordination	Gross Body Coordination
			Management of Material Resources	Manual Dexterity
E5	CORE	Validate Awaiting Parts (
			Operation and Control	Written Comprehension
			Reading Comprehension	Near Vision
E5	CORE	Verify warehouse refusals		
			Critical Thinking	Written Comprehension
			Reading Comprehension	Near Vision

MANAGEMENT AND SUPERVISION

<u>Paygrade</u>	Task Type	Task Statements	Skills	<u>Abilities</u>
E6	CORE	Analyze stock control rev		
			Management of Material Resources	Information Ordering
F.7	CODE	. 01 6 1 0	Systems Analysis	Problem Sensitivity
E7	CORE	Approve Other Supply O		
			Judgment and Decision Making	Written Expression
			Operation and Control	Written Comprehension
E5	CORE	Audit supply department	processes	
			Quality Control Analysis	Information Ordering
			Coordination	Oral Expression
E5	CORE	Audit supply records		
			Quality Control Analysis	Information Ordering
			Coordination	Category Flexibility
E5	CORE	Manage aviation Pack-Ut	o Kits (PUK)	
			Management of Material Resources	Written Comprehension
			Coordination	Static Strength
E5	CORE	Manage controlled equipa	age	
		1 1	Management of Material Resources	Written Comprehension
			Coordination	Manual Dexterity
E6	CORE	Manage financial systems		manual Benerity
20	CORE	Wanage Intanetal Systems	Management of Financial Resources	Written Comprehension
			Operation and Control	Manual Dexterity
E5	CORE	Manage Hazardous Mater		тапиа Бехіеніу
EJ	COKE	Manage Hazardous Mate		Waitton Commobousion
			Management of Material Resources	Written Comprehension
T.C	CORE		Equipment Selection	Manual Dexterity
E6	CORE	Manage material not in pl	hysical custody of supply officers	
			Writing	Written Comprehension
			Management of Material Resources	Static Strength

E5	CORE	Manage presentation silver	and other valuable gifts	
			Management of Material Resources	Information Ordering
			Reading Comprehension	Static Strength
E6	CORE	Manage repairable inventor	ies	
			Management of Material Resources	Information Ordering
			Reading Comprehension	Manual Dexterity
E6	CORE	Manage repairable program	1	
			Reading Comprehension	Written Comprehension
			Coordination	Manual Dexterity
E6	CORE	Manage supply Automated	Information Systems (AIS)	•
			Management of Material Resources	Written Comprehension
			Quality Control Analysis	Manual Dexterity
E5	CORE	Manage Tool Control Progr	ram (TCP)	
		2	Management of Material Resources	Speed of Closure
			Monitoring	Written Comprehension
E6	CORE		rance for aviation support functions	,
		11 7 1 1 3	Quality Control Analysis	Information Ordering
			Operations Analysis	Near Vision
E6	CORE	Perform supply quality assu	rance for Hazardous Material (HAZMAT) management
		11 7 1	Quality Control Analysis	Information Ordering
			Operations Analysis	Near Vision
E6	CORE	Prepare annual physical inv		
			Writing	Written Expression
			Coordination	Near Vision
E7	CORE	Prepare supply managemen	t briefs	
		1 117 8	Writing	Written Expression
			Reading Comprehension	Near Vision
E6	CORE	Update supply database tabl		
		1	Operation and Control	Written Expression
			Reading Comprehension	Near Vision
E6	CORE		terial in Transit (SIT/MIT) reports	
			Reading Comprehension	Written Comprehension
			Coordination	Near Vision
				1100. 1000.

SECURITY

Paygrade	Task Type	Task Statements	<u>Skills</u>	Abilities .
E6	CORE	Employ key control proce	edures	
			Reading Comprehension	Written Comprehension
			Time Management	Near Vision
E5	CORE	Maintain controlled mater	rial accountability	
			Operation and Control	Information Ordering
			Systems Evaluation	Written Comprehension
E4	CORE	Maintain supply departme	ent spaces and material security	
			Management of Material Resources	Gross Body Coordination
			Monitoring	Multi-limb Coordination

Job Title Job Code **Postal Worker** 001637

Job Family Short Title (10 Characters) NOC **Short Title (30 Characters)**

Office and Administrative Support 4300-9051.00 POSTAL WORKER POS WKER

Pay Plan **Career Field Proficiency Level** Other Relationships and Rules:

Enlisted NEC 3001

Job Description

Postal workers sort and distribute all classes of mail and parcel post. Process and dispatch mail. Manage Navy Post Offices, afloat and ashore. Direct and route the transportation of mail. Prepare and maintain postal records and reports. Perform customer service operations.

O*NET Relationship **DoD Relationship**

Title and SOC Code: Name and Family Code: Title and Group: Code and Area: Postal

155400 Mail Clerks and Mail Machine Office and Administrative Support

Operators, Except Postal Service 155

15 43-9051.00 43

ACCOUNTABLE MAIL

Paygrade	Task Type	Task Statements	<u>Skills</u>	Abilities
E4	CORE	Deliver accountable mail		
			Service Orientation	Manual Dexterity
			Judgment and Decision Making	Inductive Reasoning
E4	CORE	Prepare Registered Mail -	Balances and Inventories (DD FORM 226	1)
			Mathematics	Manual Dexterity
			Judgment and Decision Making	Mathematical Reasoning
E4	CORE	Process Irregularities in M	Iakeup and Dispatch of Mail (DD FORM 2	273)
			Service Orientation	Manual Dexterity
			Judgment and Decision Making	Inductive Reasoning
E4	CORE	Receive accountable mail		
			Service Orientation	Deductive Reasoning
			Judgment and Decision Making	Inductive Reasoning
E5	CORE	Verify Registered Mail - I	Balances and Inventories (DD FORM 2261)
			Operation Monitoring	Deductive Reasoning
			Monitoring	Inductive Reasoning

ADMINISTRATION

<u>Paygrade</u> E4	Task Type CORE	Task Statements Designate mail orderlies	<u>Skills</u>	<u>Abilities</u>
		8	Management of Personnel Resources	Deductive Reasoning
E4	CORE	Identify postal offenses	Judgment and Decision Making	Inductive Reasoning
		, <u>r</u>	Critical Thinking	Originality
			Judgment and Decision Making	Inductive Reasoning
E5	CORE	Prepare Designation/Term	ination MPC-FPC-COPE-PFO (DD FORM	M 2257)
			Management of Personnel Resources	Manual Dexterity
			Judgment and Decision Making	Inductive Reasoning
E4	CORE	Update Automated Militar	y Postal System (AMPS) information	
			Learning Strategies	Deductive Reasoning
			Judgment and Decision Making	Inductive Reasoning

CUSTOMER SERVICE

<u>Paygrade</u> E4	<u>Task Type</u> CORE	<u>Task Statements</u> Maintain lock boxes	<u>Skills</u>	<u>Abilities</u>
E4	CORE	Process customer inquiries	Equipment Maintenance Judgment and Decision Making	Deductive Reasoning Inductive Reasoning
		•	Service Orientation Judgment and Decision Making	Manual Dexterity Speech Clarity

E4	CORE	Process domestic claims		Manual Danierita	
			ce Orientation nent and Decision Making	Manual Dexterity Speech Clarity	
E4	CORE	Process international claims	· ·		
			ce Orientation	Manual Dexterity	
E4	CORE	Process postal customer service tr	nent and Decision Making ansactions	Speech Clarity	
			ce Orientation	Manual Dexterity	
		Judgr	nent and Decision Making	Speech Clarity	
		CUS	TOMS		
Paygrade Paygrade	Task Type	Task Statements Skills		Abilities	
E4	CORE	Determine country restrictions			
			al Thinking nent and Decision Making	Originality Inductive Reasoning	
E4	CORE	Determine customs exemptions	neni ana Decision Making	mauctive Keasoning	
		Critic	al Thinking	Originality	
E4	CORE		<i>nent and Decision Making</i> y Post Office (FPO/APO) restriction	Inductive Reasoning	
£4	CORE	•	eal Thinking	Originality	
		Judgr	nent and Decision Making	Inductive Reasoning	
E4	CORE	Identify customs requirements	al Thinhina	Oui ain alim	
			al Thinking nent and Decision Making	Originality Inductive Reasoning	
E4	CORE	Process customs endorsements			
			ce Orientation	Manual Dexterity	
E4	CORE	Judgr Verify Customs Declarations (PS	nent and Decision Making FORM 2076)	Inductive Reasoning	
L+	CORL	•	ation Monitoring	Deductive Reasoning	
		Monit	toring	Inductive Reasoning	
INSPECTING AND EVALUATING					
Paygrade	Task Type	Task Statements Skills		Abilities	
<u>Paygrade</u> E5	<u>Task Type</u> CORE	<u>Task Statements</u> <u>Skills</u> Inspect mail handling procedures		<u>Abilities</u>	
		Inspect mail handling procedures Opera	ation Monitoring	Deductive Reasoning	
		Inspect mail handling procedures Opera Judgr			
E5	CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera	ation Monitoring nent and Decision Making ation Monitoring	Deductive Reasoning Inductive Reasoning Deductive Reasoning	
E5	CORE	Inspect mail handling procedures Opera Judge Verify postal forms	ation Monitoring nent and Decision Making ation Monitoring	Deductive Reasoning Inductive Reasoning	
E5	CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit	ation Monitoring nent and Decision Making ation Monitoring	Deductive Reasoning Inductive Reasoning Deductive Reasoning	
E5	CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit	nation Monitoring nent and Decision Making nation Monitoring toring	Deductive Reasoning Inductive Reasoning Deductive Reasoning	
E5 E5	CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit LOG Task Statements Order Mail Transportation Equipn	ation Monitoring ment and Decision Making ation Monitoring toring ISTICS ment (MTE)	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Inductive Reasoning	
E5 E5 Pavgrade	CORE CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit LOG Task Statements Order Mail Transportation Equipm Mana	ation Monitoring ment and Decision Making ation Monitoring toring ISTICS ment (MTE) typement of Material Resources	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Inductive Reasoning Abilities Deductive Reasoning	
E5 E5 Pavgrade	CORE CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit LOG Task Statements Order Mail Transportation Equipm Mana	ation Monitoring ment and Decision Making ation Monitoring toring ISTICS ment (MTE) gement of Material Resources ment and Decision Making	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Inductive Reasoning	
E5 E5 Pavgrade E5	CORE CORE Task Type CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit LOGI Task Statements Order Mail Transportation Equipm Mana Judge Prepare Supplies and Equipment I Mathe	nation Monitoring nent and Decision Making ation Monitoring teoring ISTICS ment (MTE) tegement of Material Resources tenent and Decision Making Receipts (PS FORM 1590) tematics	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Abilities Deductive Reasoning Mathematical Reasoning Manual Dexterity	
E5 E5 Pavgrade E5	CORE CORE Task Type CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit LOGI Task Statements Order Mail Transportation Equipm Mana Judge Prepare Supplies and Equipment I Mathe	ation Monitoring ment and Decision Making ation Monitoring toring ISTICS ment (MTE) gement of Material Resources ment and Decision Making Receipts (PS FORM 1590)	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Abilities Deductive Reasoning Mathematical Reasoning	
E5 E5 Pavgrade E5	CORE CORE Task Type CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit LOGI Task Statements Order Mail Transportation Equipp Mana Judge Prepare Supplies and Equipment I Matha Judge	nation Monitoring nent and Decision Making ation Monitoring teoring ISTICS ment (MTE) tegement of Material Resources tenent and Decision Making Receipts (PS FORM 1590) tematics	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Abilities Deductive Reasoning Mathematical Reasoning Manual Dexterity	
E5 E5 Pavgrade E5 E5	CORE CORE Task Type CORE CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monii LOGI Task Statements Order Mail Transportation Equipm Mana Judge Prepare Supplies and Equipment I Matha Judge MAIL PR	nation Monitoring ment and Decision Making ation Monitoring teoring ISTICS ment (MTE) tegement of Material Resources ment and Decision Making Receipts (PS FORM 1590) tematics ment and Decision Making OCESSING	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Abilities Deductive Reasoning Mathematical Reasoning Manual Dexterity Mathematical Reasoning	
E5 E5 Pavgrade E5	CORE CORE Task Type CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit LOGI Task Statements Order Mail Transportation Equip Mana Judge Prepare Supplies and Equipment I Math Judge MAIL PR Task Statements Skills	ation Monitoring nent and Decision Making ation Monitoring toring ISTICS The ment (MTE) to generate of Material Resources nent and Decision Making Receipts (PS FORM 1590) tematics nent and Decision Making ment and Decision Making OCESSING	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Abilities Deductive Reasoning Mathematical Reasoning Manual Dexterity	
E5 Pavgrade E5 E5	CORE CORE Task Type CORE CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit LOGI Task Statements Order Mail Transportation Equip Mana Judge Prepare Supplies and Equipment I Math Judge MAIL PR Task Statements Skills Conduct combination safe and loc Install	ation Monitoring nent and Decision Making ation Monitoring toring ISTICS The ment (MTE) to genent of Material Resources nent and Decision Making Receipts (PS FORM 1590) to genet and Decision Making Receipts (PS FORM 1590) to genet and Decision Making COCESSING Sek changes Collation	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Inductive Reasoning Abilities Deductive Reasoning Mathematical Reasoning Manual Dexterity Mathematical Reasoning Abilities Manual Dexterity	
E5 E5 Paygrade E5 E5 E5	CORE Task Type CORE CORE Task Type CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit LOGI Task Statements Order Mail Transportation Equipm Mana Judge Prepare Supplies and Equipment I Matha Judge MAIL PR Task Statements Conduct combination safe and loc Install Equipment	ation Monitoring ment and Decision Making ation Monitoring toring ISTICS ment (MTE) tygement of Material Resources ment and Decision Making Receipts (PS FORM 1590) typematics ment and Decision Making OCESSING	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Abilities Deductive Reasoning Mathematical Reasoning Manual Dexterity Mathematical Reasoning	
E5 Pavgrade E5 E5	CORE CORE Task Type CORE CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit LOGI Task Statements Order Mail Transportation Equipm Mana Judge Prepare Supplies and Equipment Matthe Judge MAIL PR Task Statements Conduct combination safe and log Instate Equipment Inspect mail containers	ation Monitoring ment and Decision Making ation Monitoring toring ISTICS The ment (MTE) The segment of Material Resources ment and Decision Making Receipts (PS FORM 1590) The semantics ment and Decision Making The second Makin	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Inductive Reasoning Abilities Deductive Reasoning Mathematical Reasoning Manual Dexterity Mathematical Reasoning Abilities Manual Dexterity Inductive Reasoning	
E5 E5 Paygrade E5 E5 E5	CORE Task Type CORE CORE Task Type CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit LOGI Task Statements Order Mail Transportation Equipment I Matha Judge Prepare Supplies and Equipment I Matha Judge MAIL PR Task Statements Conduct combination safe and loc Instal Equip Inspect mail containers Opera	ation Monitoring nent and Decision Making ation Monitoring toring ISTICS The ment (MTE) to genent of Material Resources nent and Decision Making Receipts (PS FORM 1590) to genet and Decision Making Receipts (PS FORM 1590) to genet and Decision Making COCESSING Sek changes Collation	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Inductive Reasoning Abilities Deductive Reasoning Mathematical Reasoning Manual Dexterity Mathematical Reasoning Abilities Manual Dexterity	
E5 E5 Paygrade E5 E5 E5	CORE Task Type CORE CORE Task Type CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit LOGI Task Statements Order Mail Transportation Equipm Mana Judge Prepare Supplies and Equipment I Math Judge MAIL PR Task Statements Conduct combination safe and loc Instal Equip Inspect mail containers Opera Judge Lock registered mail, cages, and see	ation Monitoring ment and Decision Making ation Monitoring	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Inductive Reasoning Abilities Deductive Reasoning Mathematical Reasoning Manual Dexterity Mathematical Reasoning Abilities Manual Dexterity Inductive Reasoning Deductive Reasoning	
E5 E5 Pavgrade E5 E5 E5 E4	CORE CORE Task Type CORE CORE Task Type CORE CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit LOGI Task Statements Order Mail Transportation Equipment Mana Judge Prepare Supplies and Equipment I Math Judge MAIL PR Task Statements Conduct combination safe and loc Instal Equip Inspect mail containers Opera Judge Lock registered mail, cages, and s Opera	ation Monitoring ment and Decision Making ation Monitoring ation and Decision Making ation Monitoring ation Monitoring ation Monitoring ation and Control	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Inductive Reasoning Abilities Deductive Reasoning Mathematical Reasoning Manual Dexterity Mathematical Reasoning Abilities Manual Dexterity Inductive Reasoning Deductive Reasoning Inductive Reasoning Manual Dexterity	
E5 E5 Pavgrade E5 E5 E5 E4	CORE CORE Task Type CORE CORE Task Type CORE CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit LOGI Task Statements Order Mail Transportation Equipment Mana Judge Prepare Supplies and Equipment I Math Judge MAIL PR Task Statements Conduct combination safe and loc Instal Equip Inspect mail containers Opera Judge Lock registered mail, cages, and s Opera	ation Monitoring ment and Decision Making ation Monitoring ation Monitoring ation Monitoring ation Monitoring ation Monitoring ation Material Resources ment and Decision Making ation Making ation Monitoring ment Maintenance ation Monitoring ment and Decision Making ation Monitoring ment and Decision Making ation Monitoring ment and Decision Making ation and Control ment and Decision Making ment and Decision Making ation and Control ment and Decision Making ment and Decision Making ment and Decision Making	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Inductive Reasoning Abilities Deductive Reasoning Mathematical Reasoning Manual Dexterity Mathematical Reasoning Abilities Manual Dexterity Inductive Reasoning Deductive Reasoning	
E5 E5 Pavgrade E5 E5 E5 E4 E4 E4	CORE CORE Task Type CORE CORE CORE CORE CORE	Inspect mail handling procedures Opera Judge Verify postal forms Opera Monit LOGI Task Statements Order Mail Transportation Equipment Mana Judge Prepare Supplies and Equipment I Math Judge MAIL PR Task Statements Skills Conduct combination safe and loc Instal Equip Inspect mail containers Opera Judge Lock registered mail, cages, and s Opera Judge Maintain physical security of post Equip	ation Monitoring ment and Decision Making ation Monitoring ation Monitoring ation Monitoring ation Monitoring ation Monitoring ation Material Resources ment and Decision Making ation Making ation Monitoring ment Maintenance ation Monitoring ment and Decision Making ation Monitoring ment and Decision Making ation Monitoring ment and Decision Making ation and Control ment and Decision Making ment and Decision Making ation and Control ment and Decision Making ment and Decision Making ment and Decision Making	Deductive Reasoning Inductive Reasoning Deductive Reasoning Inductive Reasoning Inductive Reasoning Abilities Deductive Reasoning Mathematical Reasoning Manual Dexterity Mathematical Reasoning Abilities Manual Dexterity Inductive Reasoning Deductive Reasoning Inductive Reasoning Manual Dexterity	

E4	CORE	Prepare manifold dispatch	bills	
			Mathematics	Manual Dexterity
			Judgment and Decision Making	Mathematical Reasoning
E4	CORE	Process mail for dispatch		
		_	Service Orientation	Manual Dexterity
			Judgment and Decision Making	Inductive Reasoning
E4	CORE	Process undeliverable mail	1	
			Service Orientation	Manual Dexterity
			Judgment and Decision Making	Inductive Reasoning
E5	CORE	Submit Postal Net Alerts (PNA)	
			Quality Control Analysis	Deductive Reasoning
			Judgment and Decision Making	Inductive Reasoning

SECURITY

<u>Paygrade</u> E4	<u>Task Type</u> CORE	Task Statements	<u>Skills</u>	<u>Abilities</u>
E4	CORE	Audit postal accounts	Management of Financial Resources	Auditory Attention
			Monitoring	Mathematical Reasoning
E4	CORE	Conduct money order tran	O .	Mainematical Reasoning
LT	CORE	Conduct money order train	Service Orientation	Manual Dexterity
			Judgment and Decision Making	Inductive Reasoning
E4	CORE	Conduct postage meter tra		manetive reasoning
2.	COLL	conduct postage meter at	Operation Monitoring	Manual Dexterity
			Judgment and Decision Making	Inductive Reasoning
E4	CORE	Operate credit and debit n	č č	· · · · · · · · · · · · · · · · · · ·
		<u> </u>	Service Orientation	Manual Dexterity
			Judgment and Decision Making	Inductive Reasoning
E4	CORE	Operate Integrated Retail	Terminal (IRT)	v
			Service Orientation	Manual Dexterity
			Judgment and Decision Making	Inductive Reasoning
E4	CORE	Prepare Application for R	efund of Fees, Products and Withdrawal of	f Customer Accounts (PS FORM 3533)
			Mathematics	Manual Dexterity
			Judgment and Decision Making	Inductive Reasoning
E5	CORE	Prepare Daily Financial R	eports (PS FORM 1412)	
			Mathematics	Manual Dexterity
			Judgment and Decision Making	Inductive Reasoning
E4	CORE	Prepare Penalty Mail Star	np Requisitions (PS FORM 17)	
			Mathematics	Manual Dexterity
			Judgment and Decision Making	Mathematical Reasoning
E6	CORE	Review Daily Financial R	eports (PS FORM 1412)	
			Operation Monitoring	Deductive Reasoning
			Judgment and Decision Making	Inductive Reasoning
E5	CORE	Verify postage meter trans		
			Operation Monitoring	Deductive Reasoning
			Monitoring	Inductive Reasoning

TRANSPORTATION

Paygrade	Task Type	Task Statements	<u>Skills</u>	<u>Abilities</u>
E5	CORE	Coordinate mail movemen	nts	
			Operation and Control	Originality
			Judgment and Decision Making	Inductive Reasoning
E4	CORE	Handle and inspect mail		
			Quality Control Analysis	Manual Dexterity
			Judgment and Decision Making	Inductive Reasoning
E4	CORE	Process mail movements		
			Service Orientation	Manual Dexterity
			Judgment and Decision Making	Inductive Reasoning
E6	CORE	Publish mail dispatch scho	edules	
			Coordination	Manual Dexterity
			Judgment and Decision Making	Inductive Reasoning

Job Title Supply Chain Manager

Job Code 001742

<u>Job Family</u> <u>NOC</u> <u>Short Title (30 Characters)</u> <u>Short Title (10 Characters)</u>

Management 1100-3011.00 SUPPLY CHAIN MANAGER SUP MGR

<u>Pay Plan</u> <u>Career Field</u> <u>Proficiency Level</u> <u>Other Relationships and Rules:</u>

Enlisted LS M As assigned to the job, may include: 2825, 2830, 2831, 2813, 2819, 2820,

2821, 8012, 8013, 8014, 8015, 9595, or 3001

Job Description

Supply Chain Managers perform functions related to material procurement, customer service, administration, training, and technical research. Perform and oversee warehousing functions including receipt, storage, and the issue of materials. Conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. Prepare requisitions for material outside of normal supply channels. Liaise with vendors, contractors, and husbanding agents. Maintain accurate supply activity inventories. Conduct inventories and take corrective actions. Formulate load-out plans for deployments.

DoD Relationship O*NET Relationship

<u>Title and Group:</u> <u>Code and Area:</u> <u>Title and SOC Code:</u> <u>Name and Family Code:</u>

Supply Administration 155100 Administrative Services Manageres Management

55 11-3011.00 11

ADMINISTRATION

<u>Paygrade</u>	Task Type	Task Statements	Skills	<u>Abilities</u>
E5	CORE	Maintain Aircraft Corrosio	on Control Material (ACCM)	Managar Davidanita
			Operation Monitoring	Manual Dexterity
E5	CORE	Monitor supply inventory	Equipment Maintenance	Written Comprehension
EJ	CORE	Monitor supply inventory	C 1	Information Oudoning
			Monitoring Operation and Control	Information Ordering Near Vision
E5	CORE	Monitor symply logistics m	*	wear vision
EJ	CORE	Monitor supply logistics n	Monitoring	Information Ordering
			Operation and Control	Near Vision
E6	CORE	Monitor supply systems m		wear vision
EO	COKE	Monitor suppry systems in	Monitoring	Information Ordering
			Operation Monitoring	Near Vision
E6	CORE	Parform Palational Supply	y (R-SUPPLY) Ad Hoc queries	ivear vision
LO	COKE	Terrorini Kerational Suppry	Operations Analysis	Information Ordering
			Technology Design	Finger Dexterity
E5	CORE	Prepare supply action mes		Tinger Dexietily
EJ	COKE	repare suppry action mes	Writing	Written Expression
			Operation and Control	Near Vision
E4	CORE	Process Defective Materia		ivear vision
L+	COKL	1 locess Defective Materia	Active Listening	Written Comprehension
			Critical Thinking	Near Vision
E7	CORE	Review Individual Compo		ivear vision
E/	COKE	Keview ilidividual Compo	Monitoring	Written Comprehension
			Reading Comprehension	Near Vision
E6	CORE	Paviaw outstanding supply	y or transportation discrepancy reports	ivear vision
LO	COKE	Review outstanding suppr	Monitoring	Written Comprehension
			Critical Thinking	Near Vision
E4	CORE	Paviaw Uniformed Materi	ial Movement and Issue Priority System (U	
L4	COKE	Keview Cilifornied Materi	Monitoring	Written Comprehension
			Reading Comprehension	Near Vision
E4	CORE	Submit Flaat Issua Trackii	ng System Downloads (FITSDL) or equiva	
£4	COKE	Sublint Fleet Issue Trackii	Technology Design	Written Expression
			Operation and Control	Near Vision
E6	CORE	Submit supply reports to e	*	wear vision
LO	COKE	Submit supply reports to e	Technology Design	Written Expression
			Coordination	Near Vision
E6	CORE	Validate supply portion of	Coordination Casualty Reports (CASREP)	iveur vision
EU	CORE	vanuate supply portion of	Management of Material Resources	Written Comprehension
			Reading Comprehension	Near Vision
			Redaing Comprehension	iveur vision

E6	CORE	Verify aviation reports		
		Criti	cal Thinking	Written Comprehension
		Read	ing Comprehension	Near Vision
E6	CORE	Verify Component Control Section	on (CCS) reports	
		Criti	cal Thinking	Written Comprehension
		Read	ing Comprehension	Near Vision
E5	CORE	Verify Maintenance Action Form	s (MAF) for correct data entries	
		Criti	cal Thinking	Written Comprehension
		Judg	ment and Decision Making	Near Vision
E7	CORE	Verify supply requirements and s	ervice requests	
		Mana	agement of Material Resources	Written Comprehension
		Read	ing Comprehension	Near Vision
E6	CORE	Verify Supply Response Section	(SRS) reports	
		Judg	ment and Decision Making	Written Comprehension
		Criti	cal Thinking	Near Vision
E4	CORE	Verify supply technical and mana	igement data	
		Tech	nology Design	Written Comprehension
		Judg	ment and Decision Making	Near Vision

CUSTOMER SERVICE

<u>Paygrade</u>	<u>Task Type</u>	Task Statements	<u>Skills</u>	<u>Abilities</u>
E6	CORE	Prioritize customer supp	ly requirements and services	
			Management of Material Resources	Information Ordering
			Coordination	Memorization

FINANCIAL

<u>Paygrade</u>	Task Type		<u>Skills</u>	<u>Abilities</u>
E6	CORE	Certify air fuel card statemen		
			Management of Financial Resources	Mathematical Reasoning
775	CORE		Mathematics	Category Flexibility
E7	CORE		ercial Purchase Card (GCPC) statements	
			Management of Financial Resources	Mathematical Reasoning
775	CODE		Mathematics	Category Flexibility
E7	CORE	Certify invoices for paymen		
			Management of Financial Resources	Mathematical Reasoning
F.7	CORE		Mathematics	Information Ordering
E7	CORE	Certify sea fuel card stateme		M d d 1D
			Management of Financial Resources	Mathematical Reasoning
F.6	CORE		Mathematics	Information Ordering
E6	CORE		Operating Target) Reports (BOR) live upd	
			Reading Comprehension	Information Ordering
F.6	CORE		Mathematics	Finger Dexterity
E6	CORE	1 1 0 0	OPTAR) advance or augment request mes	0
			Writing	Written Expression Near Vision
E6	CORE		Critical Thinking	near vision
E0	COKE	Process Unmatched Order L	C , ,	Weitten Community and an
			Management of Material Resources Coordination	Written Comprehension Near Vision
E5	CORE		nmercial Purchase Card (GCPC) statemen	
EJ	COKE		Management of Financial Resources	Written Comprehension
			Monitoring	Near Vision
E5	CORE		nercial Purchase Card (GCPC) statements	
EJ	CORE		Management of Financial Resources	Written Comprehension
			Reading Comprehension	Near Vision
E5	CORE	Review invoices for paymen		ivear vision
L 3	CORL		Monitoring	Written Comprehension
			Reading Comprehension	Near Vision
E6	CORE	Review sea fuel card stateme		Treat vision
20	CORL		Management of Financial Resources	Written Comprehension
			Coordination	Near Vision
E6	CORE		OPTAR) Transmittal Letter (TL) reports	Trees restore
20	CORL		Operation and Control	Information Ordering
			Reading Comprehension	Near Vision
E7	CORE	Validate payment appropriat		
•			Management of Financial Resources	Written Comprehension
			Reading Comprehension	Near Vision
		•	O T	

E7	CORE	Verify Summary Filled Order Expendi	ture Listings (SFOEDL)	
		Complex F	Problem Solving	Written Comprehension
		Manageme	ent of Financial Resources	Near Vision
E7	CORE	Verify Unmatched Order Listings (UOL)		
		Complex F	Problem Solving	Written Comprehension
		Coordinate	ion	Near Vision

LOGISTICS

<u>Paygrade</u> E5	<u>Task Type</u> CORE	Task Statements Coordinate material trans	<u>Skills</u>	<u>Abilities</u>
EJ	CORE	Coordinate material transf	Operation and Control	Written Expression
			Coordination	Oral Comprehension
E5	CORE	Maintain aviation Pack-U		
			Operation and Control	Information Ordering
E5	CORE	Maintain Material Outstar	Coordination	Written Comprehension
E3	COKE	Waliitalii Wateriai Outstai	Reading Comprehension	Information Ordering
			Coordination	Written Comprehension
E5	CORE	Monitor warehouse logs a	and files for proper maintenance	•
			Monitoring	Information Ordering
	CODE		Operation and Control	Near Vision
E5	CORE	Monitor warehouses for p	1 0	Info
			Monitoring Operation and Control	Information Ordering Far Vision
E6	CORE	Perform causative researc	ch on inventory discrepancies	Tur vision
Lo	COILE	1 crioini caasaire rescare	Critical Thinking	Information Ordering
			Reading Comprehension	Deductive Reasoning
E5	CORE	Prepare Allowance Chang		_
			Systems Analysis	Written Expression
T. 4	CODE	5	Mathematics	Near Vision
E4	CORE	Prepare material for trans		Corner Broke Cornelius ation
			Judgment and Decision Making Operation Monitoring	Gross Body Coordination Information Ordering
E5	CORE	Process Allowance Chang	ge Request (ACR) responses	Information Ordering
20	COLL	Trocoss Timo wance Chang	Reading Comprehension	Written Comprehension
			Coordination	Near Vision
E6	CORE	Process Automated Shore		
			Operation and Control	Written Comprehension
F.4	CORE	D 1 11 4	Critical Thinking	Near Vision
E4	CORE	Process bearer walk-thrus	Reading Comprehension	Written Comprehension
			Coordination	Near Vision
E4	CORE	Process carcasses for turn		Treat vision
			Reading Comprehension	Written Comprehension
			Coordination	Near Vision
E4	CORE	Process Casualty Reports		
			Coordination	Written Comprehension
E4	CORE	Process emergency supply	Reading Comprehension	Near Vision
124	CORE	r rocess emergency suppry	Reading Comprehension	Written Comprehension
			Active Listening	Near Vision
E5	CORE	Process material issues fro	om aviation Pack-Up Kits (PUK)	
			Management of Material Resources	Gross Body Coordination
	CODE	D 14 110111 1	Coordination	Manual Dexterity
E5	CORE	Process Material Obligation		Weitten Commonly and an
			Reading Comprehension Judgment and Decision Making	Written Comprehension Near Vision
E5	CORE	Review Automated Shore	e Interface (ASI) generated listings	ivear vision
20	COLL	Tto vie w Tratomated Briote	Monitoring	Written Comprehension
			Reading Comprehension	Near Vision
E6	CORE	Review carcass tracking r	•	
			Monitoring	Written Comprehension
E6	CORE	Daview eartii '	Reading Comprehension	Near Vision
E6	CORE	Review continuing service	es <i>Monitoring</i>	Written Comprehension
			Reading Comprehension	Near Vision
E6	CORE	Validate reorder reviews		
			Active Learning	Written Comprehension
			Coordination	Near Vision

Management of Material Resources Coordination

Written Comprehension Near Vision

MANAGEMENT AND SUPERVISION

<u>Paygrade</u> E6	Task Type CORE	Task Statements Skills Analyze stock control review listings	<u>Abilities</u>
		Management of Material Resources Systems Analysis	Information Ordering Problem Sensitivity
E7	CORE	Approve Other Supply Officer (OSO) transfers Judgment and Decision Making Operation and Control	Written Expression Written Comprehension
E6	CORE	Maintain Personnel Gear Issue (PGI) for expeditionary forces Operation and Control Coordination	Information Ordering Manual Dexterity
E5	CORE	Manage aviation Pack-Up Kits (PUK) Management of Material Resources Coordination	Written Comprehension Static Strength
E5	CORE	Manage controlled equipage Management of Material Resources	Written Comprehension
E6	CORE	Coordination Manage financial systems Management of Financial Resources	Manual Dexterity Written Comprehension
E5	CORE	Operation and Control Manage Hazardous Material (HAZMAT) program	Manual Dexterity
E6	CORE	Management of Material Resources Equipment Selection Manage material not in physical custody of supply officers	Written Comprehension Manual Dexterity
		Writing Management of Material Resources	Written Comprehension Static Strength
E6	CORE	Manage material offloads Management of Material Resources Coordination	Written Comprehension Static Strength
E5	CORE	Manage presentation silver and other valuable gifts Management of Material Resources Reading Comprehension	Information Ordering Static Strength
E6	CORE	Manage repairable inventories Management of Material Resources	Information Ordering
E6	CORE	Reading Comprehension Manage repairable program Reading Comprehension	Manual Dexterity Written Comprehension
E6	CORE	Coordination Manage supply Automated Information Systems (AIS) Management of Material Resources	Manual Dexterity
E6	CORE	Quality Control Analysis Manage Table of Allowances (TOA) for expeditionary forces	Written Comprehension Manual Dexterity
E5	CORE	Management of Material Resources Operation and Control Manage Tool Control Program (TCP)	Written Comprehension Manual Dexterity
LS	CORL	Management of Material Resources Monitoring	Speed of Closure Written Comprehension
E6	CORE	Manage Wide Area Work Flow (WAWF) program Reading Comprehension Coordination	Speed of Closure Written Comprehension
E6	CORE	Perform supply quality assurance for aviation support functions Quality Control Analysis	Information Ordering
E6	CORE	Operations Analysis Perform supply quality assurance for Hazardous Material (HAZMAT) Quality Control Analysis	Near Vision) management Information Ordering
E6	CORE	Operations Analysis Prepare annual physical inventory schedules Writing	Near Vision Written Expression
E7	CORE	Coordination Prepare supply management briefs	Near Vision
E6	CORE	Writing Reading Comprehension Update supply database tables	Written Expression Near Vision
-		Operation and Control Reading Comprehension	Written Expression Near Vision

 $\begin{tabular}{ll} Verify Stock in Transit/Material in Transit (SIT/MIT) reports \\ Reading \ Comprehension \end{tabular}$ E6 CORE

Coordination

Written Comprehension Near Vision

SECURITY

Paygrade E6 Task Type CORE <u>Task Statements</u> <u>Skill</u> Employ key control procedures <u>Skills</u> <u>Abilities</u>

Reading Comprehension Time Management Written Comprehension Near Vision

Job TitleJob CodePostal Inspector001645

<u>Job Family</u> <u>NOC</u> <u>Short Title (30 Characters)</u> <u>Short Title (10 Characters)</u>

Office and Administrative Support 4300-1011.00 POSTAL INSPECTOR POS INSP

Enlisted LS M NEC 3001

Job Description

Postal Inspectors conduct postal audits and inspections. Ensure adherence to postal procedures and instructions.

DoD Relationship O*NET Relationship

Title and Group: Code and Area: Title and SOC Code: Name and Family Code:

Postal 155400 First-Line Supervisors/Managers of Office and Administrative Support

155 15 43-1011.00 43

ACCOUNTABLE MAIL

<u>Paygrade</u> <u>Task Type</u> <u>Task Statements</u> <u>Skills</u> <u>Abilities</u>

5 CORE Verify Registered Mail - Balances and Inventories (DD FORM 2261)

Operation Monitoring Deductive

Operation Monitoring Deductive Reasoning
Monitoring Inductive Reasoning

Office and Administrative Support

ADMINISTRATION

Paygrade Task Type **Skills Abilities** Task Statements E7 CORE Maintain postal Standard Operation Procedures (SOP) Critical Thinking Deductive Reasoning Judgment and Decision Making Inductive Reasoning E7 CORE Submit postal offense reports and messages Quality Control Analysis Deductive Reasoning Judgment and Decision Making Inductive Reasoning **CORE** E7 Verify Automated Military Postal System (AMPS) information Operation Monitoring Deductive Reasoning Monitoring Inductive Reasoning

INSPECTING AND EVALUATING

PaygradeTask TypeTask StatementsSkillsAbilitiesE7COREConduct postal assist visits

Operation Monitoring Speech Clarity

*Judgment and Decision Making Mathematical Reasoning*E5 CORE Conduct postal audits

Management of Financial Resources Auditory Attention

Monitoring Mathematical Reasoning

Inductive Reasoning

MAIL PROCESSING

Judgment and Decision Making

Paygrade Task Type **Task Statements** Skills **Abilities** E4 **CORE** Identify suspicious mail Critical Thinking Originality Judgment and Decision Making Inductive Reasoning CORE E4 Implement suspicious mail response procedures Critical Thinking Originality Judgment and Decision Making Inductive Reasoning E5 **CORE** Maintain physical security of postal spaces Equipment Maintenance Deductive Reasoning Judgment and Decision Making Inductive Reasoning E5 CORE Submit Postal Net Alerts (PNA) Quality Control Analysis Deductive Reasoning

SECURITY

Paygrade	Task Type	<u>Task Statements</u> Ski	<u>IIs</u>	<u>Abilities</u>	
E6	CORE	Review Daily Financial Reports	s (PS FORM 1412)		
		Ope	eration Monitoring	Deductive Reasoning	
		Jud	gment and Decision Making	Inductive Reasoning	
TRANSPORTATION					

Paygrade	Task Type	Task Statements	<u>Skills</u>	<u>Abilities</u>
E7	CORE	Coordinate mail distribution systems operating procedures		
			Operation and Control	Originality
			Judgment and Decision Making	Inductive Reasoning
E6	CORE	Publish mail dispatch scho	edules	_
			Coordination	Manual Dexterity
			Judgment and Decision Making	Inductive Reasoning